



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Reallocation of Space in City Hall and Municipal Service Center (MSC)

MEETING DATE: January 5, 1994

PREPARED BY: City Manager

RECOMMENDED ACTION: That the City Council approve expenditures necessary to accommodate the reallocation of space in City Hall and the Municipal service Center.

BACKGROUND INFORMATION: The City Hall remodel project calls for the relocation of the Electric Utility Director and the Department Secretary to Electrical Utility Department spaces at the Municipal Service Center. This is a move staff has contemplated for some time regardless of the project schedule. The need to proceed with this relocation has been heightened with the addition to staff effective January 3, 1994 of the Deputy City Attorney position and the addition of the part-time Community Improvement Officer position. There is simply not space in City Hall to adequately accommodate these new positions.

The moves in the Electric Utility Department allows for other moves that will provide workable temporary space allocations. Kirk Evans, Administrative Assistant to the City Manager, and the Risk Management Technician will move from their present work stations on the second floor of City Hall to the spaces vacated by the Electric Utility Department. Janet Keeter, Economic Development and Transportation Coordinator, will move from her office to the office vacated by Mr. Evans. This will then allow the new Deputy City Attorney, John Luebberke, to occupy the office vacated by Ms. Keeter. This will place him in close proximity to City Attorney Bob McNatt and the law library situated in the City Attorney's office.

The total one-time cost of effecting the move to the Municipal Service Center is approximately \$7,500 (Exhibit A). This is to provide the existing level of information systems currently available to the affected employees. The acquisition and installation of this equipment will be accomplished with the goal that it will not need to be replaced with subsequent moves. It will all be done in accordance with the plan for ensuring compatibility of the overall information systems. In addition, approximately \$1,000 is requested to accomplish the physical move to be performed by a professional moving firm to be funded from the Electric Utility Department's Operating Budget. The on-going annual charge for the necessary leased telephone line will initially be \$720. The one-time charge for installation of all necessary telephone equipment will be less than \$500.

APPROVED _____

THOMAS A. PETERSON
City Manager



recycled paper

Charge to City Efficiency Study Committee
January 5, 1994

Step Two, as detailed on Exhibit A, will not need to be implemented at this time, but it will be in the near future as the total remodel project moves to its completion.

The appropriate staff members will be in attendance at Wednesday night's meeting to assist in the deliberation on this matter if necessary.

FUNDING: Utility Outlay Reserve Fund

Respectfully submitted,

A handwritten signature in cursive script, reading "Thos. A. Peterson".

Thomas A. Peterson
City Manager

TAP:br

Attachment

M E M O R A N D U M

EXHIBIT A

To: Tom Peterson

From: Roy Todd

Date: December 28, 1993

Subject: Cost Estimates for MSC Attachment

* * *

As requested, I am providing the Cost Estimates for the following tasks:

- A. Attach a Workstation and Printer for Dona Bohnet at MSC - as soon as possible.
- B. In making this attachment, make all possible effort to acquire equipment which will be reused in providing additional attachments.

My recommendation, along with Jack Stone and Mark White, is to approach this project in two Steps in order to meet both the immediate need of Task A, and to make the necessary permanent provision for connectivity.

Step One: Provide the above attachment to the AS/400 using a Low Speed Leased Telephone Line - allows up to 8 attachments.

Cost items:

Display Station for AS/400 access	\$ 750.00
Printer - attached to Display Station	1,386.00
Interface to AS/400	540.00
Modems (2) for communication	600.00
Remote Workstation Controller	2,400.00
Signal Splitter for remote attachment	1,010.00
Installation of Telephone Line	<u>750.00</u>
Total One-time Costs	\$ 7,436.00

Add: Monthly Charge for Leased Telephone Line \$ 60.00

Step Two: Upgrade to a High Speed Leased Telephone Line to accomodate needed expansion - allows up to 64 attachments & unlimited expansion.

Additional Cost Items:

DSU/CSU Digital Communication Devices (2)	\$ 6,000.00
Digital Interface (V.32) to AS/400	540.00
Installation of Telephone Line	1,240.00
Technical Assistance	<u>680.00</u>
Total Additional One-time Costs	\$ 8,460.00

Add: Monthly Charge for Leased Telephone Line \$ 100.10

Note: If Step Two requires a T1 High Speed Leased Telephone Line,
Cost Changes:

Installation of Telephone Line	\$ 2,648.00
Monthly Charge for T1 Telephone Line	\$ 325.00

CITY OF LODI
SPECIAL ALLOCATION REQUEST

TO: FINANCE DIRECTOR
CITY MANAGER

DATE: JANUARY 6, 1994

FROM: ELECTRIC UTILITY DIRECTOR

PROJECT NUMBER: 016.1-680.13 (515)

Request is made for funds to accomplish the following project which was not included in the current budget.

Description of Project

Display Station and Printer for the Electric Utility Department.

The relocation of the Electric Utility Director and the Department Secretary from City Hall to the Electric Service Center at MSC necessitates the purchase and installation of a computer link to the AS-400 computer at City Hall. The computer link will provide the Department with needed data accessibility and processing capability through the City Hall system.

At the January 5, 1994 City Council meeting, funds (approximately \$7,500) were appropriated for this purchase. The Electric Utility Department's share of this system is \$2,500.

Attest:

Jennifer M. Perrin
Jennifer M. Perrin
City Clerk

Total: \$2,500.00

(If you need more space, use additional sheet and attach to this form.)

Date of Approval _____

Amount Approved _____

Council _____

City Manager _____

FUND OR ACCOUNT TO BE CHARGED

Current Budget \$ _____

Prior Year Reserve \$ _____

Contingent Fund \$ _____

General Fund Surplus \$ _____

Capital Outlay Reserve \$ _____

Reimbursable Account \$ _____

Utility Outlay Reserve \$2,500.00

Other: (Specify) _____

Account Number \$ _____

Dixon Flynn, Finance Director

Thomas A. Peterson, City Manager

Submit this form in duplicate to the Finance Director. Distribution after approval will be as follows: 1) Originating Department 2) Finance Department

SPECALLO.20/TXTU.01D



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APPROVED _____

THOMAS A. PETERSON
City Manager



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Respectfully submitted,

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Thomas A. Peterson
City Manager

TAP:br

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